ART Gallery Report 0609
Pulse New Clients

EXECUTIVE SUMMARY:

This report has been created to provide the client and household data needed to complete tabs D,E,F and G of the quarterly HUD Pulse Report. This information relates to clients being served in an Emergency Shelter or a Transitional Housing Program for the first time during the reporting quarter. In addition to providing the data needed for Pulse reporting, this report also provides the client and household level detail to assist in documentation and data quality processes. The Pulse definition of NEW client upon which this report is based is as follows:

> *New clients are those who: a) have not received any homeless services during the past 15 month period (the period is the 15 continuous months prior to the initial entry date); and b) began receiving homeless residential services for the first time during the past quarter (the quarter being reported).*

HUD guidance for Pulse household reporting is as follows:

> *The Household Definitions should be based on Revised Data Standards. The household should be categorized based on its composition on the day of entry during this quarter. A household is only counted based on its first entry. If there are changes in the composition of a household after its initial entry, the household categorization should not be altered.*

> > **NOTE:** The Quarterly Point in Time data needed for Pulse reporting (Tabs B-C) is provided in ART Gallery report # 621 Pulse Quarterly PIT Data. Data require for completion of Tab A should be taken from the CoC's annual Housing Inventory Chart

AUDIENCE:

CoCs participating in Pulse reporting or others needing information concerning data about persons and household which are homeless for the first time.

FREQUENCY:

Pulse participation requires quarterly reporting, however this report should be run as needed to check and confirm that the report includes correct and complete data, or whenever Pulse related detail is needed.

PURPOSE:

The report can be used to extract the Pulse data from ServicePoint for reporting through HDX, to monitor data quality related to Pulse, for data cleaning purposes, for auditing or documenting the Pulse data reported, or to extract new client data for analysis.

PREREQUISITES AND WORK FLOW REQUIREMENTS

- Use of a closed service, HUD compatible workflow by participating providers for a period of at least 15 months prior to the reporting period.
- Proper recording of CoC code, Program Type Code and Shelter Service Code in each provider's Admin Provider Configuration

INSTRUCTIONS:

Instructions are outlined below concerning how to retrieve, copy, run, and read this report. Requests for additional information concerning the report function/design should be directed to Bowman Systems' staff via email (ART_Reports@BowmanSystems.com).

How to retrieve and copy: Detailed step-by-step instructions concerning how to retrieve, save a copy, and map this ART Report to your site can be found in the Bowman Systems Published Documents folder under ART Documentations in the Public Folders section.
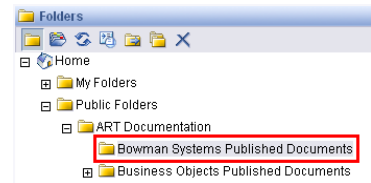
How to install: The original version of the report is a template and must be copied from the ART Gallery Templates folder into another folder on your site and mapped to your data before it can be used. Detailed instructions for installing report templates are provided in the Bowman Documentation folder on your ART site.

Before running the report: Prior to running the report the user must determined the provider or providers to be included in the report and a date ranges on which to base the results.

How to run:
Upon opening the report, the user will be prompted (see Diagram 1) to specify parameters which control the data returned by the report. Once the user has provided these parameters by responding to the user prompts, a green check-mark will appear next to each field to indicate that a selection has been made. The user should then single-click the "Run Query" button to generate the report.

Diagram 1

The four user prompts contained in this report are:

1. **Enter Start Date for the Quarter:** The user should type in, or select from the calendar, the first day of the quarter for which the report is being prepared.

2. **Enter End Date for the Quarter PLUS ONE DAY:** The user should type in, or select from the calendar, the day immediately following the last day of the quarter for which the report is being prepared. For example, if the reporting quarter is October 1 2009 - December 31 2009, then January 1, 2010 should be entered/selected.

3. **Select CoC Code:** Click the "refresh list" icon and wait for the left window to refresh. Now select the desired CoC on which to base the report by highlighting it in the left window and moving it into the right window using the right selection arrow**.**

4. **Select Provider(s):** Click the "refresh list" icon and wait for the left window to refresh. Now select the provider or providers to include, by highlighting them in the left window and moving them into the right window using the right selection arrow**.**
   > **Important NOTE**: All selected providers must be either an Emergency Shelter Program or a Transitional Housing Program as indicated by their Program Type Code. Selected Providers with a missing or different Program Type Code will NOT be included in the report results. All selected providers must also have the specified CoC Code. Selected Providers with a missing or conflicting CoC Code will NOT be included in the report results.

How to read: This report contains eight data tabs. Each tab is a sub-report containing three sections:

- **Report Header:** The header contains the title of the report and the tab/subreport. When running the report in "modify" view, the report header is only visible in print/page layout mode.
- **Report Footer:** The report footer contains the title of the report, the name of the tab/sub-report, the page number, the version number, and the date/time the report was run /printed. Like the header, the footer is only visible in print mode when the report is run in modify view.
- **Report Body:** The report body is the main section of the report located between the header and the footer where the reports data is displayed in a variety of different chart formats. The data contained in each of the tabs in this report is displayed and described below:

Pulse
New Clients

Provider Summary

CoC: 123456
Reporting Quarter: 4/1/09 to 6/30/09

Selected Providers	CoC	Program Type	Included in Counts	New Client Count
1 10th Street Shelter(2055)	Null	Safe Haven (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
17 Heak Rirenhup Hyeworsa Wpited Hasa(7361)	Null	Null	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 ABC Shelter for Women and Families(8325)	123456	Transitional housing (HUD)	Yes	229
1 Care House(7095)	Null	Null	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 Countywide Electric Company(1251)	Null	Other (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Ash Street Safe Haven(3663)	Gkku	Safe Haven (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Cedar Street ReachOut(7768)	Ylnx	Homeless Outreach (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC HH DIGS(7452)	Vqtl	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC HH Transit for Jobs Program(7842)	Qjhu	Other (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Maple Street THP - PTO(7444)	123456	Transitional housing (HUD)	Yes	4
1 EFC Maple Street THP - STABLE(7442)	123456	Transitional housing (HUD)	Yes	0
1 EFC Maple Street Transitional Housing Program(3334)	Qesg	Transitional housing (HUD)	No-Wrong CoC Code	N/A
1 EFC Oak Street Housing(7443)	Ucen	Permanent supportive housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Oak Street Housing SRO(7445)	Nnoa	Permanent supportive housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 EFC Oak Street Housing Trail(7860)	123456	Permanent supportive housing (HUD)	No-Wrong Prog Type	N/A
1 EFC Pine Street Men's Drop-In Shelter(3373)	123456	Transitional housing (HUD)	Yes	240
1 Evergreen Forest Community(542)	Xvye	Services Only program (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 FCA - Bass Street Program(7008)	Null	Permanent supportive housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 FCA - BlueGill Street Homelessness Prevention Program(8227)	Null	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 FCA - Pike Street Emergency Lodging Program(2804)	123456	Emergency Shelter (HUD)	Yes	0
1 FCA - Walleye Street Emergency Rent Assistance Prgm(7193)	Null	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 FCA - Walleye Street ERAP - HODAP(7787)	123456	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong Prog Type	N/A
1 Hatesal Leret Family Shelter(3498)	123456	Emergency Shelter (HUD)	Yes	24
1 Old Towne Shelter(1431)	xxx	Emergency Shelter (HUD)	No-Wrong CoC Code	N/A
1 OTS - Emergency Shelter(5134)	123456	Emergency Shelter (HUD)	Yes	128
1 OTS - Transitional Living Program(7092)	123456	Transitional housing (HUD)	Yes	1
1 OZ-ECHA Dorothy's RAP - CDBG(7862)	Null	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A
1 OZ-ECHA Dorothy's RAP - ESG(7390)	Null	Homelessness Prevention and Rapid Re-Housing (HUD)	No-Wrong CoC Code No-Wrong Prog Type	N/A

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0609 Pulse New Clients
Tab A - Provider Summary

Page 1 of 2

v10.09.08
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Diagram 2

Tab A – Provider Summary (Diagram 2): This tab contains unduplicated counts of NEW Pulse clients by provider. A total counts and breakdown by program type is also included. As noted above, all providers must be either an Emergency Shelter Program or a Transitional Housing Program as indicated by their Program Type Code and must have the specified CoC Code. If a provider has been selected that does NOT meet these conditions, the provider will be shown in the listing but column 4 will display "N/A" in red font to indicate that their data has been excluded from the report and their missing of conflicting provider designations will also be highlighted in red font.

Pulse
New Clients
Client Detail

CoC: 123456
Reporting Quarter: 4/1/09 to 6/30/09

Client Uid	HH Group	HH Type	Age	Gender	Disability	Vet	Prior Arrangement	Stability of Prior Arrangement
2548		C	49	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
3809		C	40	Female	No (HUD)	No (HUD)	Rental by client, no housing subsid	More than three months, but less th
4129		C	27	Male	No (HUD)	No (HUD)	Staying or living in a friend's room,	One to three months (HUD)
6969		C	32	Female	Yes (HUD)	No (HUD)	Staying or living in a friend's room,	More than one week, but less than
8456	1510771	A	6	Female	n't Know (HU	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
8721	1548021	A	33	Female	No (HUD)	No (HUD)	Place not meant for habitation inclu	One to three months (HUD)
13031		C	45	Male	No (HUD)	No (HUD)	Staying or living in a family membe	One week or less (HUD)
13051	1510771	A	10	Male	n't Know (HU	No (HUD)	Rental by client, no housing subsid	More than three months, but less th
15604		C	24	Male	No (HUD)	No (HUD)	Hotel or motel paid for without eme	More than one week, but less than
16747		C	52	Male	No (HUD)	No (HUD)	Emergency shelter, including hotel	One week or less (HUD)
22427	1510771	A	26	Female	Yes (HUD)	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
22485		C	47	Female	Yes (HUD)	No (HUD)	Staying or living in a friend's room,	One week or less (HUD)
22604		C	67	Male	Yes (HUD)	Yes (HUD)	Staying or living in a family membe	More than one week, but less than
22797		C	61	Male	Yes (HUD)	No (HUD)	Permanent housing for formerly ho	More than one week, but less than
25324		C	23	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One year or longer (HUD)
28455		C	52	Female	Yes (HUD)	Yes (HUD)	Rental by client, no housing subsid	More than three months, but less th
28488	1554877	A	12	Female	No (HUD)	No (HUD)	Staying or living in a family membe	Null
29235	1475833	A	31	Female	n't Know (HU	No (HUD)	Staying or living in a family membe	One week or less (HUD)
29245	1473806	A	37	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
30091		C	42	Male	n't Know (HU	No (HUD)	Emergency shelter, including hotel	One week or less (HUD)
30246	1554877	A	13	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
32645		C	50	Male	Yes (HUD)	Yes (HUD)	Owned by client, no housing subsic	One year or longer (HUD)
34079		C	49	Male	Yes (HUD)	No (HUD)	Place not meant for habitation inclu	One to three months (HUD)
34432		C	50	Female	No (HUD)	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
34464	1473806	A	8	Male	No (HUD)	No (HUD)	Staying or living in a family membe	Null
35170		C	19	Female	No (HUD)	No (HUD)	Rental by client, no housing subsid	More than three months, but less th
35514		C	43	Female	No (HUD)	No (HUD)	Emergency shelter, including hotel	More than one week, but less than
35570		C	41	Female	Yes (HUD)	No (HUD)	Substance abuse treatment facility	One week or less (HUD)
37947	1509095	A	22	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
38120		C	43	Female	Yes (HUD)	No (HUD)	Staying or living in a friend's room,	One week or less (HUD)
39220		C	35	Female	Null	No (HUD)	Emergency shelter, including hotel	
39841		C	60	Female	No (HUD)	No (HUD)	Staying or living in a friend's room,	One year or longer (HUD)
40022		C	35	Male	Yes (HUD)	No (HUD)	Emergency shelter, including hotel	One week or less (HUD)
40310		C	55	Female	No (HUD)	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
41603	1456458	A	9	Female	Null	No (HUD)	Null	Null
41634	1456458	A	27	Female	Null	No (HUD)	Staying or living in a family membe	Null
42521	1531626	A	8	Male	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
43750	1562517	A	Null	Female	No (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
46398	1531626	A	31	Female	No (HUD)	No (HUD)	Staying or living in a friend's room,	One to three months (HUD)
46894	1478882	A	30	Female	Yes (HUD)	No (HUD)	Staying or living in a family membe	One to three months (HUD)
46959		C	19	Female	No (HUD)	No (HUD)	Rental by client, no housing subsid	One year or longer (HUD)
52892		C	47	Female	n't Know (HU	No (HUD)	Staying or living in a friend's room,	One week or less (HUD)
53662		C	38	Male	No (HUD)	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
54236	1567487	A	29	Female	Null	Null	Null	Null
54450		C	48	Female	Null	Null	Null	Null
55419	1544808	A	7	Female	No (HUD)	No (HUD)	Emergency shelter, including hotel	One to three months (HUD)
57520	1564776	A	24	Female	Null	No (HUD)	Staying or living in a friend's room,	Null
57670	1564776	A	7	Male	Null	No (HUD)	Null	Null
57707	1564776	A	9	Male	Null	No (HUD)	Null	Null

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0609 Pulse New Client
Tab B - Client Detail

Page 1 of 13

v10.09.08
Printed: 8/31/10
3:55:46 AM

Diagram 3

Tab B – Client Detail (Diagram 3): This tab contains a listing of all clients meeting the definition of a NEW client, and who are included in the report. This listing includes all reported fields and is sorted by client Uid. Should the client be missing any Pulse required data, such null values will be displayed "Null" in red font.

Pulse
New Clients

Household Detail

CoC: 123456
Reporting Quarter: 4/1/09 to 6/30/09

Group A: Households Consisting of Adults and Children

HH Group	Client Id	Age	Gender	Disability	Vet	Prior Arrangement	Stability of Prior Arrangement
1453798	321968	18	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than three months, but less than o
1453798	321972	1	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than three months, but less than o
1456458	41603	9	Female	Null	No (HUD)	Null	Null
1456458	41634	27	Female	Null	No (HUD)	Staying or living in a family member's ro	Null
1456458	313332	0	Male	Null	Null	Null	Null
1464137	78000	28	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than one week, but less than one r
1464137	78081	7	Male	No (HUD)	No (HUD)	Staying or living in a friend's room, apart	More than one week, but less than one r
1464137	208078	2	Male	No (HUD)	No (HUD)	Staying or living in a friend's room, apart	More than one week, but less than one r
1464137	231284	Null	Female	No (HUD)	No (HUD)	Staying or living in a friend's room, apart	More than one week, but less than one r
1465340	225261	27	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1465340	322866	3	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1465340	322868	1	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1473792	323603	43	Female	No (HUD)	No (HUD)	Owned by client, no housing subsidy (HI	One year or longer (HUD)
1473792	323604	5	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One year or longer (HUD)
1473806	29245	37	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1473806	34464	8	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	Null
1473806	323617	6	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than three months, but less than o
1475471	323760	21	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One week or less (HUD)
1475471	323768	0	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	One week or less (HUD)
1475502	323774	27	Female	No (HUD)	No (HUD)	Foster care home or foster care group h	One to three months (HUD)
1475502	323776	7	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than one week, but less than one r
1475502	323779	5	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than one week, but less than one r
1475833	29235	31	Female	n't Know (HI	No (HUD)	Staying or living in a family member's ro	One week or less (HUD)
1475833	258909	10	Female	Null	Null	Staying or living in a family member's ro	One week or less (HUD)
1475833	258911	9	Male	Null	Null	Staying or living in a family member's ro	One week or less (HUD)
1475833	258916	5	Female	Null	Null	Staying or living in a family member's ro	One week or less (HUD)
1476917	323945	22	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	More than one week, but less than one r
1476917	323967	2	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1478882	46894	30	Female	Yes (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1478882	68325	10	Male	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1478882	68326	9	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1478882	68379	12	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One to three months (HUD)
1480668	126064	24	Female	No (HUD)	No (HUD)	Staying or living in a family member's ro	One week or less (HUD)

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0609 Pulse New Clients
Tab C - Household Detail

Page 1 of 20

v10.09.08
Printed: 8/31/10
3:55:46 AM

Diagram 4

Tab C – Household Detail (Diagram 4): Like Tab B, this tab contains all reported detail, but a sorted by household rather than by client. The listing is sectioned by household type, with the first column indicating the household grouping as indexed by the Entry Exit or Service Group Id (see tech note # 4).

Pulse New Clients
CoC: 123456

Reporting Quarter: 4/1/09 to 6/30/09

D. Quarterly 3-Month Count on NEW Sheltered Clients

Persons in Households with at least one Adult and one Child	Sheltered		Total
	Emergency	Transitional	
Number of Households	8	34	42
Adults in Families	10	34	44
Children in Families	13	76	89
Missing this Information	0	4	4
Number of Persons (Adults and Children)	23	114	137

Persons in Households with Only Children	Sheltered		Total
	Emergency	Transitional	
Number of Households	0	1	1
Unaccompanied Youth	0	3	3
Children in Households with Only Children	0	2	2
Missing this Information	0	0	0
Number of Persons (Age 17 and Under)	0	5	5

Persons in Households without Children	Sheltered		Total
	Emergency	Transitional	
Number of Households	1	0	1
Individual Adult Males	123	236	359
Individual Adult Females	31	111	142
Missing this Information	0	6	6
Number of Persons (Age 17 and Over)	154	353	507

Total Households and Persons	Sheltered		Total
	Emergency	Transitional	
Total Households	9	36	45
Total Persons	177	472	649

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0609 Pulse New Clients
Tab D - NEW Clients Quarterly Count

Page 1 of 1

v10.09.08
Printed: 8/31/10
3:55:46 AM

Diagram 5

Tab D – NEW Clients Quarterly Count (Diagram 5): This tab reports the NEW client and household data needed to complete Tab D of the Pulse reporting module, and is laid out to match the Tab D HDX input screen. Data to be transferred into the HDX reporting system is displayed on a white background. Cells that automatically calculated on the HDX input screen are shown on a gray background.

Pulse New Clients
CoC: 123456

Reporting Quarter: 4/1/09 to 6/30/09

E. Quarterly Count of New Clients by Veteran and Disability Status

Veteran Status New Adult Clients Only

Adults in Housholds without Children	Sheltered		Total
	Emergency	Transitional	
Veterans	13	37	50
Not a Veteran	141	286	427
Missing this Information	0	30	30
Total	154	353	507

Adults in Households with Children	Sheltered		Total
	Emergency	Transitional	
Veteran	0	0	0
Not a Veteran	10	33	43
Missing this Information	0	1	1
Total	10	34	44

	Emergency	Transitional	Total
Total Adults	164	387	551
Total Adult Veterans	13	37	50

Disability Status New Adult Clients Only

Adults in Housholds without Children	Sheltered		Total
	Emergency	Transitional	
Disabled	92	118	210
Not Disabled	61	194	255
Missing this Information	1	41	42
Total	154	353	507

Adults in Households with Children	Sheltered		Total
	Emergency	Transitional	
Disabled	3	6	9
Not a Disabled	7	24	31
Missing this Information	0	4	4
Total	10	34	44

	Emergency	Transitional	Total
Total Adults	164	387	551
Total Adults Disabled	95	124	219

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0609 Pulse New Clients
Tab E - NEW Clients Vet and Disab Status

Page 1 of 1

v10.09.08
Printed: 8/31/10
3:55:46 AM

Diagram 6

Tab E – NEW Clients Vet and Disability Status (Diagram 6): This tab reports the data needed to complete Tab E of the Pulse reporting module, and is laid out to match the Tab E HDX input screen. Again, data to be transferred into the HDX reporting system is displayed on a white background. Cells that automatically calculated on the HDX input screen are shown on a gray background.

Pulse New Clients
CoC: 123456

Reporting Quarter: 4/1/09 to 6/30/09

F. Quarterly Count of New Clients
by Stability of Living Arrangement Prior to Program Entry

Stability	Persons in Households without Children		Households with at least one Adult and one Child		Persons in Households with Only Children		Total
	ES	TH	ES	TH	ES	TH	
Missing Information	0	40	0	22	0	1	63
More than one week, but less than one month (HUD)	32	52	3	18	0	2	107
More than three months, but less than one year (HUD)	13	52	1	8	0	1	75
One to three months (HUD)	21	77	4	42	0	1	145
One week or less (HUD)	75	67	15	22	0	0	179
One year or longer (HUD)	13	65	0	2	0	0	80
Total Persons	154	353	23	114	0	5	649

Toatal ES Persons	177
Total TH Persons	472

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0609 Pulse New Clients
Tab G - NEW Clients Stability of Arrangement

Page 1 of 1

v10.09.08
Printed: 8/31/10
3:55:46 AM

Diagram 7

Tab F – NEW Clients Prior Arrangement (Diagram 7): This tab reports the data needed to complete Tab F of the Pulse reporting module that contains the breakdown of adult clients' prior living arrangements. As with Tabs D and E, it is laid out to match the Tab F HDX input screen with data to be transferred displayed on a white background and cells that automatically calculate shown on a gray background.

Pulse New Clients
CoC: 123456

Reporting Quarter: 4/1/09 to 6/30/09

F. Quarterly Count of New Clients
by Stability of Living Arrangement Prior to Program Entry

Stability	Persons in Households without Children		Households with at least one Adult and one Child		Persons in Households with Only Children		Total
	ES	TH	ES	TH	ES	TH	
Missing Information	0	40	0	22	0	1	63
More than one week, but less than one month (HUD)	33	52	3	18	0	2	108
More than three months, but less than one year (HUD)	14	52	1	8	0	1	76
One to three months (HUD)	21	78	4	42	0	1	146
One week or less (HUD)	76	67	15	22	0	0	180
One year or longer (HUD)	13	66	0	2	0	0	81
Total Persons	157	355	23	114	0	5	654

Toatal ES Persons	180
Total TH Persons	474

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0609 Pulse New Clients
Tab G - NEW Clients Stability of Arrangement
Page 1 of 1
v10.09.08
Printed: 8/26/10
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Diagram 8

Tab G – NEW Clients Prior Arrangement (Diagram 8): This tab reports the data needed to complete Tab G of the Pulse reporting module which relates the stability of adult clients' prior living arrangements, and again, is laid out to match the HDX input screen. Data to be transferred is displayed on a white background and cells that automatically calculate are shown on a gray background.

Pulse New Clients
Additional Information

Reporting Quarter: 4/1/09 to 6/30/09

User Prompt Field	Value Selected
Enter Start Date:	4/1/09
Enter End Date PLUS 1 DAY:	7/1/09
Select CoC:	123456
Select Provider(s):	1 EFC Maple Street THP - PTO(7444); 1 EFC Maple Street THP - STABLE(7442); 1 EFC Maple Street Transitional Housing Program(3334); 1 EFC Oak Street Housing(7443); 1 EFC Oak Street Housing SRO(7445); 1 EFC Oak Street Housing Trail(7860); 1 FCA - Bass Street Program(7008); 1 FCA - Pike Street Emergency Lodging Program(2804); 1 FCA - Walleye Street ERAP - HODAP(7787); 1 OTS - Emergency Shelter(5134); 1 OTS - Transitional Living Program(7092); 1 The Greater Green Bay Community Services(2543); 1 The Greater Green Bay Shelter Program(8122); 1 The Greater Green Bay Social Services Program(7859); 1 Tower Men's Shelter(6938)

Providers Reporting Information in this Report	Client Count	Unique Clients	New Clients
1 EFC Maple Street THP - PTO(7444)	5	5	5
1 EFC Maple Street THP - STABLE(7442)	1	1	0
1 OTS - Emergency Shelter(5134)	165	165	127
1 OTS - Transitional Living Program(7092)	3	3	0
1 Tower Men's Shelter(6938)	30	30	28
Total:	204	204	160

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Tab H - Additional Information

Page 1 of 1

v10.09.08
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Diagram 9

Tab H – Additional Information (Diagram 9): This tab is provided as a reference to the user running the report and lists the parameters specified in the user prompts, as well as client counts by provider:
- "Client Count" represents the number of clients served during the reporting period.
- "Unique Clients" is the Client Count de-duplicated using the Client Unique Id algorithm.
- "New Clients" are those meeting the HUD definition of "new" and included in the various new client counts throughout the report.

TECHNICAL NOTES

1) **Speed:** Since the entire transaction history of each client needs to be pulled into the report and taken into account in order to determine whether the client meets the HUD definition of a "NEW" client, users should be aware that the average run time of this report is much longer than most ART Gallery reports and can in some circumstances exceed twenty minutes. With this in mind, users should plan adequate time for running the report, or should use the ART scheduling feature to avoid long waits.

2) **De-duplication:** This report de-duplicates various parts of the report according to HUD specifications using ServicePoint's Client Unique Id field.

3) **Inclusion:** In order for a client/household to included as a "NEW" client in this report, the following work-flow conditions must be met:

   a) The client must have received a homeless shelter service within the reporting quarter as evidenced by one or more of the following:

       1. An Emergency Shelter or Transitional Housing type service by a specified provider with a start date during the quarter.
       2. Enrollment in a specified Emergency Shelter or Transitional Housing type program with a program entry date during the quarter.
       3. A ShelterPoint shelter stay by a specified Emergency Shelter or Transitional Housing type program during the quarter.

   b) The client must have received NO homeless shelter service within the previous 450 days. This un-served window is the amount of time between the client's most recent exit or service end date prior to the start of the quarter, and the client's first entry/service start in the quarter. A disqualifying homeless shelter service includes any of the following:

       1. An Emergency Shelter or Transitional Housing type service by a specified provider with a start date or end date falling within the 450 day window.
       2. Enrollment in a specified Emergency Shelter or Transitional Housing type programs with a program entry date or exit date occurring during the 450 day window.
       3. A ShelterPoint shelter stay by a specified Emergency Shelter or Transitional Housing type program during the 450 day window.

4) **Un-ended Services:** This report assumes a closed service workflow; that is all services are considered on-going until a service end date is recorded. Any clients with an un-end shelter type service at the beginning of the reporting period is therefore considered to be a current client, and is therefore not eligible to be considered a "new" client.   In order for this report to accurately assess the number of new clients, it will therefore be important to review clients with un-end service transactions and record an appropriate end date for any that are no longer being served.

5) Household Type Determination:

Only a client's first entry/service within the reporting quarter is considered in the determination of household type. (Subsequent entries/services within the quarter are not considered even though they may include a different household makeup than the client's first entry.

In the event a multi person household is served in separate groups, households are calculated based on group id content. For example consider this single mother with 3 children: Mother receives shelter first by herself. She is counted as a single. Later in the quarter the mother comes back for shelter with children. The children are counted as children in family but mother is NOT counted for this group ID because she was first served as a single.

a) Household type is determined by the number and ages of clients entering or being served as a household group on their first entry/service event of the quarter (client sharing a single entry exit group id or a single service group id). Households in this report are divided into the three distinct types as defined in the Pulse reporting requirements. These types include:
1. Households which include both adults and children (aka HUD Family). In this type of household, at least one person in the household must be under the age of 18 at time of service/entry, and at least one person in the household must be above the age of 17 at time of first service/entry.
2. Households which include children only. This may be an unaccompanied individual under the age of 18 at time of first service/entry, or multiple household members all of whom must be under the age of 18 at time of first service/entry.
3. Households which include adults only. This may be an unaccompanied individual over the age of 17 at time of first service/entry, or multiple household members all of whom must be over the age of 17 at time of first service/entry.

b) When a child enters the program during the reporting period as a lone new client but shares a program entry or shelter service with one or more parent/adult family member that are not new clients, the child is counted in a group A (adult/child)) household even though their other family members are not included in the counts. This scenario can occur when a mother gives birth while residing in a shelter, or when a shelter resident begins shared custody of a son or daughter. Children for whom this special classification applies are shown in italics in the household detail table in Tab C.

c) In the event that the household type cannot be determined because the age of a household member is unknown (null date of birth value), then the type of household is determined by a set of null-handling instructions provided by HUD to the software vendors producing the report:

Pulse report null DOB handling:

#	description of household grouping	examples: A=adult; C=child; ?=null DOB	count as
1	person w/o dob entering alone	(?)	c1 or c2 or c3 based on gender
2	person w/o dob entering w/ 1 or more child(ren) & no adults	(?/C); (?/?/C); (?/C/C); (?/?/C/C);...	a1
3	person w/o dob entering w/ 1 or more adult(s) & no child(ren)	(?/A); (?/?/A); (?/A/A); (?/?/A/A);...	a2
4	person w/o dob entering w/ 1 or more of both adult(s) and child(ren)	(?/A/C);(?/?/A/C);(?/A/A/C);(?/?/?/A/C/C)...	a3
5	person w/o dob entering w/ 1 or more others w/o dob (no adults an no children)	(?/?);(?/?/?);(?/?/?/?)...	a3

KEY

A	HUD Family
a1	Adults in Families
a2	Children in Families
a3	Missing this Information
B	Children Only
b1	Unaccompanied Youth
b2	Child only HH
b3	Missing this Information
C	Adults Only
c1	Individual Adult Males
c2	Individual Adult Females
c3	Missing this Information

6) **Assessment Value Determination:** This report includes breakdowns of clients and households on various demographics. Such counts are based on the values of various assessment questions including gender, disability, veteran status, prior living arrangement, and stability of prior living arrangement. As with household type, the determination of assessment values is reported based on their value at the time of a client's first entry/service within the reporting quarter. Subsequent values within the quarter are not considered even though they may at times be different than the initial value.

7) **Household Grouping:**   The household grouping number displayed in Tab C and used for counting households throughout this report is an index number that has been constructed using the Entry Exit Group Id, Service Group Id, Entry Exit Id, or Service Id as described below:

   a)   If the client's first housing event of the reporting quarter is a service or a ShelterPoint shelter stay, and the Service Group Id is not null (indicating a shared service) then the Service Group Id number is used as the index number.
   b) If the client's first housing event of the reporting quarter is a program entry into an Emergency Shelter or Transitional Housing program, and the Entry Exit Group Id is not null (indicating a shared entry) then the Entry Exit Group Id number is used as the index number.
   c) If the client's first housing event of the reporting quarter was a program entry, and the Entry Exit Group Id connected with that entry is null (indicating a unshared entry) then the Entry Exit Id number is used as the index number.
   d) If the client's first housing event of the reporting quarter was a housing service or shelter stay and the Service Group Id connected with that entry is null (indicating a unshared entry) then the Service Id number is used as the index number.

8) **HDX Entry:** It should be noted that although the data categories in Tabs D, E, F and G of this report correspond directly to those on the HDX data entry screens, the category labels may vary to some degree. For example the data label from this report "Staying or living in a friends, room, apartment

or house (HUD)" corresponds to the shortened version "Staying with Friends" on the HDX entry screen.

9) **Screen Shots:** It should be noted that screen shots provided in this user manual have been selected from multiple instances of the report to display certain features, or to fit a single page, and do not necessarily correspond to one another. Numbers and totals from one screen shot therefore should not be expected to relate to numbers or totals in another screen shot, since different parameters may have been used in producing the screen shots.

10) **Clarification of "Individual" counts in Tab D:** It should be noted that in Tab D the rows labeled "Individual Adult Males" and "Individual Adult Females" count both accompanied and unaccompanied persons starting in version 11.04.13 of this report. Previous versions had interpreted "individual" to mean unaccompanied/single and had not included persons in multi-person adult only households. The counts were changed in version 11.04.13 when HUD clarified their intended interpretation.

REPORT MODIFICATION

Because this report is based on HUD established Pulse reporting instructions, modification is generally not recommended, especially with regards to the queries, variables, and formulas that impact the HDX data.

MAPPING OBJECTS

UNIVERSE: template_client_event_u

template_provider_u

This report is mapped to the event universe (template_event_u) and provider universe (template_provider_u) and should be copied to your Public or Favorite folder then mapped to the equivalent event universes for your site (ex. *yoursite_event_ u*).

Mapping for the provider universe can be done from the first query Providers.

Mapping for the event universe can be done from the second query Data.

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE	
Data	Client Unique Id	Location:	Event Details / Client
		Type:	System Field
		Use:	Result Object, Sub-query section,
	Client Id	Location:	Event Details / Client
		Type:	System Field
		Use:	Result Object
	Event Id	Location:	Events
		Type:	System Field
		Use:	Result Object
	Event Date	Location:	Events
		Type:	System Field
		Use:	Result Object, Query filter, Sub-query filter
	Event Type	Location:	Events
		Type:	System Field/ Filter object
		Use:	Result Object, Query filter, Sub-query filter
	Provider	Location:	Event Details / Provider
		Type:	System Field
		Use:	Result Object, Query filter, Sub-query filter
	Provider Coc Code	Location:	Event Details / Provider
		Type:	System Field
		Use:	Result Object; Query filter, Sub-query filter
	Provider Program Type Code	Location:	Event Details / Provider
		Type:	System Field
		Use:	Result Object, Query filter, Sub-query filter
	Entry Exit Id	Location:	Event Details / Entry Exit
		Type:	System Field
		Use:	Result Object
	Entry Exit Type	Location:	Event Details / Entry Exit
		Type:	System Field
		Use:	Result Object
	Entry Exit Entry Date	Location:	Event Details / Entry Exit
		Type:	System Field
		Use:	Result Object, Sub-query filter
	Entry Exit Exit Date	Location:	Event Details / Entry Exit
		Type:	System Field
		Use:	Result Object, Sub-query filter
	Service Id	Location:	Event Details / Service
		Type:	System Field
		Use:	Result Object

Data	Service Code Description	Location:	Event Details / Service
		Type:	System Field
		Use:	Result Object, Query filter, Sub-query filter
	Service Provide Start Date	Location:	Event Details / Service
		Type:	System Field
		Use:	Result Object, Sub-query filter
	Service Provide End Date	Location:	Event Details / Service
		Type:	System Field
		Use:	Result Object, Sub-query filter
	Entry Exit Group Id	Location:	Event Details / Entry Exit
		Type:	System Field
		Use:	Result Object
	Service Group Id	Location:	Event Details / Service
		Type:	System Field
		Use:	Result Object
	Type of Living Situation	Location:	Event Details / Assessments / HUD-40118(HUD40118)
		Type:	Assessment Question
		Use:	Result Object
	Client Date of Birth	Location:	Event Details / Client
		Type:	System Field
		Use:	Result Object
	Client Gender	Location:	Event Details / Client
		Type:	System Field
		Use:	Result Object
	Client Age (At Event)	Location:	Event Details / Client
		Type:	System Field
		Use:	Result Object
	Length of Stay	Location:	Event Details / Assessments / HUD-40118(HUD40118)
		Type:	Assessment Question
		Use:	Result Object
	Do you have a disability of long duration?	Location:	Event Details / Assessments / HUD-40118(HUD40118)
		Type:	Assessment Question
		Use:	Result Object
	U.S. Military Veteran?	Location:	Event Details / Assessments / HUD-40118(HUD40118)
		Type:	Assessment Question
		Use:	Result Object
	Event Type is Shelter Stay Start	Location:	Event Filters / Event Type Filters
		Type:	System Field
		Use:	Query Filters
	Event Type is Service Start	Location:	Event Filters / Event Type Filters
		Type:	System Field
		Use:	Query Filters
	Event Type is Program Entry	Location:	Event Filters / Event Type Filters
		Type:	System Field
		Use:	Query Filters

QUERY NAME	FIELD NAME	LOCATION/TYPE/USE	
Providers	Providers Provider Merge Id	Location:	Providers
		Type:	System Field
		Use:	Result Object; Query filter

	Providers COC Code	Location:	Providers
		Type:	System Field
		Use:	Result Object
	Providers Program Type Code	Location:	Providers
		Type:	System Field
		Use:	Result Object
	Providers Inactive	Location:	Providers
		Type:	System Field
		Use:	Query Filter

#609 Revision History

Version	Description of Changes
V10.09.08	Original version -BETA
V10.10.13	Revision: incorporates HUD guidance by excluding clients exiting shelter on the day of the quarterly PIT count
V10.10.25	Revision: fixes product defect
V11.04.13	Revision: for SPR5x/ART3x compatibility
V5	Revision: query redesign to increase speed revision history added to User Manual